

**Subject:** Re: Contract with the Department of Cultural Affairs

**From:** Lorena Parker

**Date:** 07/12/2016 01:33 PM

**To:** Donald Phaneuf

**CC:** Benjamin Johnson <ben.johnson@lacity.org>, Andrew Kasdin <andrew.kasdin@lacity.org>

Donald,

I'm waiting for one more insurance certificate.

Are you saying that I will see those forms you reference above in BAVN when I log in?

On Tue, Jul 12, 2016 at 9:02 AM, Donald Phaneuf <[donald.phaneuf@lacity.org](mailto:donald.phaneuf@lacity.org)> wrote:

Hello Lorena,

I did want to verify that you received the earlier email and advise you of a minor change to the instructions that I provided to you. On July 1st a change to the BAVN system was made that requires contractors to provide only the combined Equal Benefits/First Source Hiring Ordinance and Slavery Disclosure Ordinance forms to BAVN. These forms can also now be completed online, so there is no need to upload them. The attached forms I provided are still required. Please feel free to contact me with any questions you may have via email or phone at [213-202-5534](tel:213-202-5534). Thank you.

On Thu, Jul 7, 2016 at 9:19 AM, Donald Phaneuf <[donald.phaneuf@lacity.org](mailto:donald.phaneuf@lacity.org)> wrote:

Hello Lorena,

I'm the contract administrator for the Department of Cultural Affairs. I am drafting a contract for San Pedro Historic Waterfront Business Improvement District proposed services for the Art Walk. In anticipation of your contract with DCA, there are a number of forms regarding City policies and ordinances that will need to be completed and uploaded to the City's contract data base (BAVN) or returned to me. To get started, please review and complete the following:

**BAVN:** Among changes in the contracting process for the City was the introduction of the Business Assistance Virtual Network or "BAVN". All City contractors are now required to open an account on this site and provide documentation for several of the City's Ordinances, such as Equal Benefits, Equal Opportunity, Affirmative Action (AA) (AA is only for contracts \$100K and up) and the Slavery Ordinance. Once those are in place and I can download them.

BAVN is part of the routing process for contractor payments, so I will need you to upload the primary contracting forms to the Business Assistance Virtual Network or "BAVN" and provide documentation for several of the City's Ordinances, such as Equal Benefits, Equal Opportunity and the Slavery Ordinance. The items attached and listed as "Forms 16" may be completed and sent back to me via email.

You will need to complete and upload the named BAVN forms directly to the site. I would request that you go to the BAVN site:

[http://www.labavn.org/index.cfm?fuseaction=security.login&ses\\_timeout\\_msg=&CFID=703681&CFTOKEN=14920728](http://www.labavn.org/index.cfm?fuseaction=security.login&ses_timeout_msg=&CFID=703681&CFTOKEN=14920728)

Once the documents are uploaded, I can include them with the invoice & contract paper work.

**Forms 16:** re the Living Wage form, you would classify as a "One Person Contractor" or "Non-Profit" the Living Wage would apply. If you plan on using "Sub-Contractors" please advise me, as the Living Wage would be applicable to their employees. These forms are to be completed and returned to me via scan/email, as they are not uploaded to BAVN, but required for the contract. Please also include a copy of your organization's IRS letter of Non-profit 501 c 3 status, if applicable.

**Contractor Responsibility Ordinance documents:** Included in the attached forms are the "Pledge of Compliance" and "Contractor Responsibility Ordinance Questionnaire", both of which are to be completed and returned directly to me.

**Standard Provisions for City Contractors:** The Standard Provisions are attached to all City contracts, and contain no forms for you to complete. All City contractors are required to provide both Workers Comp and General Liability insurance, which then must be posted on the City's Track4LA Risk Management site. Generally those policies are to provide \$1 million in said coverages. I will send the contract to the Risk Manager for the assessment of coverages and will forward that to you when I get it. The City also has a PROMPT cover program that is geared toward City contractor needs, and provides coverages at a somewhat favorable rate. When the Risk Manager responds, I'll forward you the insurance and I can send you more information with that info.

Please contact me with any questions for your responses on the forms. Once I see the contract draft, I'll be able to advise you of any additional paperwork, the this will get the process started. I can be reached via email or phone at [213-202-5534](tel:213-202-5534). Thank you.

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Lorena Parker

*Executive Director*

*San Pedro Property Owners' Alliance*

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**Business Improvement District**

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